

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Wage and Salary Team Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Prepares the department's budget paperwork, monitors and maintains financial accounts, purchases, and payroll and leave records.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages employee related issues by directing the activities of the Wage & Salary team, preparing performance evaluations, participating in interviewing and selection, updating job data in the system, processing personnel status reports, providing assistance to employees with pay related inquiries, and interpreting and ensuring compliance with city policies and procedures.
2	S	Monitors the financial system by producing financial and statistical reports, maintaining reporting systems to keep track of accounts, monitoring and estimating budget balances and future expenditures.
3	S	Oversees the HRIS system by providing technical assistance to the department, granting security clearance, testing and implementing changes, coordinating training for employees who will assume payroll responsibilities and attending training sessions.
4	S	Assists with payroll processing by reviewing, analyzing and resolving payroll error messages, entering adjustments to the system, and evaluating whether employees are eligible for leave with pay or leave without pay.
5	S	Coordinates the preparation of the annual budget with team members by preparing the annual budget submission, collecting, analyzing, and assembling information, preparing spreadsheets, entering budget information in the system, and monitoring for adjustments.
6	S	Updates job data in the system by processing personnel status reports, providing assistance to employees with pay related inquiries, and interpreting and ensuring compliance with city policies and procedures.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in business administration and information systems.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read minutes, reports, memos, letters, instructions and financial statements.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as budget preparation and calculations.
Writing	Work requires the ability to write performance evaluations, letters and memos.
Managerial	Managerial responsibilities include planning payroll clerk training sessions and ongoing updates.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, file retrieval, user training
Sitting	C	Computer, desk work, meetings
Walking	C	Inter-office, copier
Lifting	O	Reports, binders, files
Carrying	O	Reports, binders, files, documents
Pushing/Pulling	R	Filing in file cabinet
Reaching	O	Report and file retrieval
Handling	C	Reports, binders, files
Fine Dexterity	O	Computer keyboard, calculator
Kneeling	R	Filing in file cabinet
Crouching	R	Filing in file cabinet
Crawling	N	
Bending	R	Filing in file cabinet
Twisting	R	Filing in file cabinet, to/from desk and computer
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Computer, desk work, filing
Hearing	C	Telephone, co-workers, staff, customers, meetings
Talking	C	Telephone, co-workers, staff, customers, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, paper shredder, Microfiche/film, Standard Microsoft Windows and Office software, Advantage Financial System (AFIN), Inter, Telnet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)